
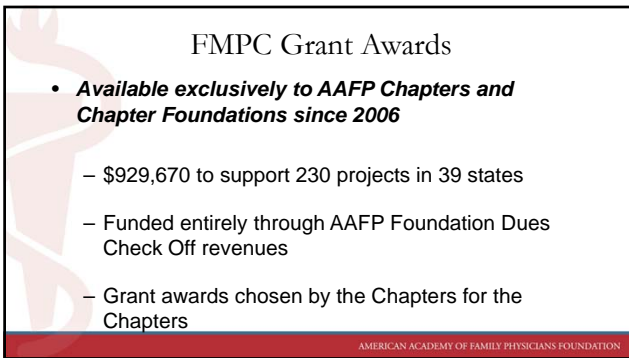


Family Medicine Philanthropic Consortium (FMPC) Grant Awards

*Grant Writing Tips
with Panel Discussion
May 6, 2016*

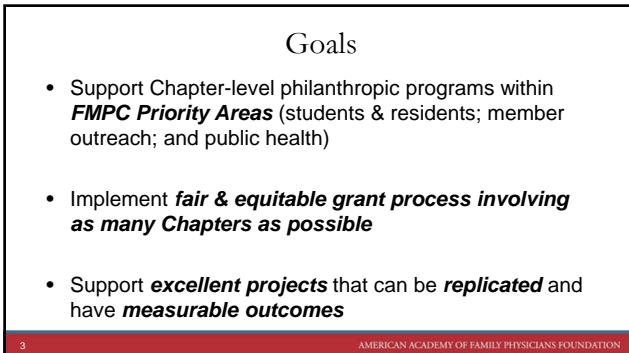




FMPC Grant Awards

- **Available exclusively to AAFP Chapters and Chapter Foundations since 2006**
 - \$929,670 to support 230 projects in 39 states
 - Funded entirely through AAFP Foundation Dues Check Off revenues
 - Grant awards chosen by the Chapters for the Chapters

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION



Goals

- Support Chapter-level philanthropic programs within **FMPC Priority Areas** (students & residents; member outreach; and public health)
- Implement **fair & equitable grant process involving as many Chapters as possible**
- Support **excellent projects** that can be **replicated** and have **measurable outcomes**

3 AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Annual Grant Cycle

- Application **open from February 1- June 15**
- Awardees notified **in late November**
- Project period **February 1 – January 31**
- Payment **in full when agreement signed**
- Reporting Requirement **Final Report March 1 following year**

4

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Eligibility Requirements

- Chapter &/or Chapter Foundation must apply
 - Up to 3 applications per state
 - One application per project
- Chapter-level philanthropic project that supports an **FMPC Priority Area**
- **Max 30%** of **FMPC funds** used for **staff & admin**
- **NOT ELIGIBLE:** FMPC Grants *will not support* individuals, political campaigns, lobbying activities, or Chapter/Chapter Foundation fundraising.

5

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Guiding Principles

- Support **FMPC Priority Areas**
- Encourage **new & innovative** projects
- Support projects **relevant to other Chapters**
- Support **adaptable/adoptable** projects
- Support **largest number of high quality projects** by stipulating a **monetary cap on awards**

6

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Top 10 Grant Writing Tips

...As gleaned from Reviewer's comments and
Reviewer's score sheets

7 AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Grant Writing Tips: FMPC Application

- **Tip # 1.** A well-written application is easy to understand & easy to read:
 - Idea Development
 - Grammar
 - Spelling

8 AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Grant Writing Tips: FMPC Application

- **Tip # 2.** Content & length requirements are not optional.
 - Application including attachments may not exceed 10-pp
 - Choose only 1 box - FMPC Priority Area (choose primary focus)
 - Choose only 1 box - Project Type
 - Does amount requested (II) square with Project Budget (V)
 - Five sections have word limits (Target Audience; Problem Statement; Evaluation Tools; Partnerships; Executive Summary)

9 AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Grant Writing Tips: FMPC Application

- **Tip # 3.** Work in word to develop your application and use the Review Tab
 - Use word count , spelling & grammar, thesaurus, tracking
 - After completely satisfied, cut & paste into the application
 - Read each section & fix formatting, if needed

10

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Grant Writing Tips: FMPC Application

- **Tip # 4.** Never assume that the reviewer will “get it”.
 - Clearly state how your project has value to other Chapters
 - Clearly state how your project is relevant to Family Medicine
 - Spell out acronyms the first time they are used

11

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Grant Writing Tips: FMPC Application

- **Tip # 5.** Support the Problem/Need Statement
 - Avoid circular reasoning where the absence of a solution is presented as the actual problem
 - Pick the facts and stats that best support your project

12

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Grant Writing Tips: FMPC Application

- **Tip # 6.** Use the objective, activity(ies) & evaluation tool(s) to “follow a straight line to the targeted outcome.”
 - An **OBJECTIVE** is an outcome that’s concrete, measurable & achievable during the grant period
 - **ACTIVITIES** are defined by the objective (breaks it down into the how and when)
 - **EVALUATION** tool(s) measures the outcome & proves success or continuous improvement
 - Be **REALISTIC**; promise what you can deliver

13

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Grant Writing Tips: FMPC Application

- **Tip # 7.** Budget should be specific & supported, and request for FMPC funds within funding limits.
 - Items are appropriate & reasonable
 - Budget narrative explains: **for what, how many, how totals were calculated**
 - FMPC request under 30% for staff & admin
 - Ask for what you need but don’t exceed FMPC’s max award (\$7K)

14

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Grant Writing Tips: FMPC Application

- **Tip # 8.** Projects supported by partners with clearly defined contributions generally score higher.

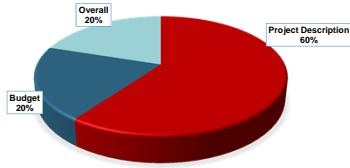
15

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Grant Writing Tips: FMPC Application

Tip # 9. Ask about scoring factors

Approximate Percentages



16

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Grant Writing Tips: FMPC Application

• **Tip # 10.** Be an FMPC Grant Reviewer

- Apply to serve on the FMPC Steering Committee
- If you are a previous Steering Committee member and are willing to review grants become a Supplemental Reviewer, on an as needed basis.

17

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

Panel Discussion: Reviewers & Applicants

- **Carletta Hauck**, SD AFP Chapter Executive – Reviewer & Applicant
- **Dr. Windel Stracener**, IN AFP Board, Reviewer
- **Becky Wimmer**, WI AFP Foundation and MA AFP Chapter Executive – Reviewer & Applicant

18

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

2016 FMPC GRANT AWARDS – SCORE SHEET FACTORS

I. **PROJECT NARRATIVE** Max 45 points

- Target audience is clearly defined. Not to exceed 5 points.
- Outreach and/or recruitment plan is strong. Not to exceed 5 points.
- Need is clearly defined and supported by data. Not to exceed 5 points.
- Goal(s) and supporting objective(s) are specific and measurable. Not to exceed 5 points.
- Activities strongly support the objective. Not to exceed 5 points.
- Objectives and activities are achievable within the project period. Not to exceed 5 points.
- Outcomes are clearly articulated and provide a meaningful benefit for participants. Not to exceed 5 points.
- Evaluation tools are capable of providing reliable data for measuring outcomes. Not to exceed 5 points
- Project is supported by partners and their contributions are clearly defined - Not to exceed 5 points.

II. **PROJECT BUDGET** Max 20 points

- Items identified for funding are appropriate and reasonable. Not to exceed 9 points.
- Budget narrative clearly identifies and justifies costs. Not to exceed 9 points.
- Other or In-Kind funding provided - Not to exceed 2 points.

III. **NEW PROJECT** Max 2 points

- Must be a new, innovative project; not just new to the Chapter. Not to exceed 2 points.

IV. **CONTINUED FMPC SUPPORT** Range is 0 to -6 points

- Project has been developed, enhanced or expanded sufficiently to justify continued FMPC funding? Where Yes = 0 and No = -6; Range of points is from 0 to negative 6 points.

V. **OVERALL** Max 20 points

- Executive summary clearly represents grant request. Not to exceed 5 points
- Project has strong impact on the specialty of Family Medicine. Not to exceed 5 points
- Project has value to other AFP Chapters. Not to exceed 5 points.
- Well-written grant application (e.g. idea development, grammar, spelling). Not to exceed 5 points